

## Minutes / Action Items – *PsyD Administration Committee Meeting*

<b>MEETING</b>	<b>PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES</b>
<b>CHAIR</b>	Jacqueline Carter
<b>DATE</b>	September 6, 2017
<b>MEMBERS</b>	J. Carter, O. Heath, B. Whelan, B. Cater, S. Smith, J. Gosselin, K. Dalton, Student Rep (undecided)
<b>PARTICIPANTS</b>	<b>Attendees:</b> J. Carter, J. Gosselin, O. Heath, B. Cater, B. Whalen, S. Smith, K. Dalton
<b>REGRETS</b>	Student Rep

AGENDA	ITEM	DISCUSSION	ACTION
MEETING START	<ul style="list-style-type: none"> <li>Call to order</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order 1:30</li> </ul>	
<b>#1 REVIEW / APPROVAL OF MINUTES</b>	<ul style="list-style-type: none"> <li>Review / Approval of Minutes from previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved</li> </ul>	
<b>#2 AGENDA</b>	<ul style="list-style-type: none"> <li>Agenda approval</li> </ul>	<ul style="list-style-type: none"> <li>Agenda approved</li> </ul>	
<b>#3 STANDING ITEMS</b>	<ul style="list-style-type: none"> <li>Student Issues</li> </ul>	<ul style="list-style-type: none"> <li>Student rep is undecided at this point.</li> <li>Questions were raised about allowing a member to take on a new student if they already have a student in the “unsatisfactory” category. Discussion tabled for now.</li> </ul>	<b>ACTION ITEM: Student rep is to be decided amongst the students before our next meeting.</b>
	<ul style="list-style-type: none"> <li>Faculty Hiring Update</li> </ul>	<ul style="list-style-type: none"> <li>Josh Rash has arrived in St. John’s and is starting this month.</li> </ul>	
	<ul style="list-style-type: none"> <li>Admissions</li> </ul>	<ul style="list-style-type: none"> <li>No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>Faculty/Teaching Issues</li> </ul>	<ul style="list-style-type: none"> <li>TA’s that were supposed to work with Beth Whelan will now work with Jacqui, Julie and Katera to prepare for the accreditation site visit.</li> <li>Emily case will be on mat leave as of December. We will have to hire for all Spring 2018 practicum coordination (3)</li> <li>Still don’t have a confirmed teacher for Community Psychology this winter.</li> </ul>	<b>ACTION ITEM: Meeting with TAs Friday September 8.</b>
	<ul style="list-style-type: none"> <li>Supervisor/Thesis Issues</li> </ul>	<ul style="list-style-type: none"> <li>Another student has successfully defended their thesis.</li> <li>All students in year 5 or above appear to be making good progress in finishing their thesis. Those that have been deemed unsatisfactory and conditionally satisfactory will be reviewed again by the end of the year.</li> </ul>	
	<ul style="list-style-type: none"> <li>Comprehensive Exams</li> </ul>	<ul style="list-style-type: none"> <li>Each student passed their Comprehensive Exams this year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Jacqui, Julie, Katera &amp; TA's are finishing up last tasks for the accreditation site visit.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Practicum/Externship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Most internship sites want our students to have completed their minimum of direct contact and supervision practicum hours by the time student applies for internship- NOT by the time they go on internship. This means that our current minimal # of direct contact hours per semester do not add up to the necessary 300 direct contact hours needed.</li> <li>• Currently students are receiving enough supervision hours but not nearly enough direct contact hours.</li> </ul>	<p><b>ACTION ITEM: review past cohorts AAPI to see how many direct contact hours they had when applying for internship</b></p> <p><b>ACTION ITEM: develop summer externship options, including TAO-focused at SWCC</b></p>
	<ul style="list-style-type: none"> <li>• Internship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• APPIC is located in Houston, Texas which is currently in a state of emergency. This has caused a delay in our program being registered for the Match.</li> </ul>	<p><b>ACTION ITEM: J. Gosselin will contact CCPPP to consult on how to resolve this matter.</b></p>
	<ul style="list-style-type: none"> <li>• Eastern Health</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• APNL</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• Phia</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• SWCC</li> </ul>	<ul style="list-style-type: none"> <li>• Undergoing construction – Limited work space. Prioritized to accommodate PsyD students, but there will be a one week delay in their start of practicum.</li> </ul>	
	<ul style="list-style-type: none"> <li>• IPE</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<b>#4 NEW BUSINESS</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>#5 ADJOURNMENT</b>	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:00 PM</li> <li>• Next meeting on September 20, 2017 at 1:30PM</li> </ul>	
MINUTES	Katera Dalton		